



**General Services**  
STATE FLEET MANAGEMENT

# *Focus on Fleet*

*Spring 2005*

*A publication of the SC Budget and Control Board  
General Services Division  
Office of State Fleet Management*

*There's no such thing as Government money — there is only Taxpayer money.*

## **From the State Fleet Manager**

### **It's All About Change**

One of the few things we can expect to deal with on a consistent basis is change. Change can either be viewed as positive, or negative depending upon the circumstances.

The State Fleet in South Carolina is undergoing change. State Fleet Management has had a change in leadership. The state fleet constantly changes in size. Vehicle models change from year to year. Change is inevitable and occurs daily.

Here at State Fleet Management, we are embracing change as a means of improving our services to state agencies. We understand that we cannot improve without changing some things about ourselves, and the way we conduct our business.

The consultants hired by the Budget and Control Board will examine our fleet and offer some recommended changes. The changes they recommend may make us a bit uncomfortable. This uneasiness is to be expected, because there are some risks as-

sociated with change. Our challenge is to seize the opportunity to improve our respective divisions, and allow change to be a positive force for us.

The consultants from Mercury are very talented and have studied numerous types of fleet organizations. They know what works well for fleets, and they know how to achieve positive results. As you interact with the consultants, I encourage you to take advantage of their expertise by allowing them to assist you in improving your fleet operations.

Our success will be measured by the efficiencies we are able to implement. I invite you to contact our office with any ideas or concerns you have during this process.

*—Jeff McCormack  
Interim State Fleet Manager*

## **Cost Reduction in PM/Oil Change Service**

State Fleet Management is proud to announce that starting March 1, 2005, our PM/oil change service (depending on the type of oil filter used) will range from \$22.50 to \$24.48. This cost includes up to 5 quarts of oil. Any additional oil needed will be billed per quart and added to the total cost. However, the friendly and professional service that you have received from SFM in the past will continue.

## **DDC Offered Anew**

As many of our readers are aware, State Fleet Management's Fleet Safety Officer, Ron Tvorik, retired in October. Since that time, SFM has directed some DDC-seekers to courses taught by the Insurance Reserve Fund. SFM will continue to offer the **Van Driver Safety Course** through an outside contractor. However, State Fleet's Management Analyst, **Betty Pearce**, is now a certified DDC instructor, and State Fleet will now offer the DDC again directly.

State Fleet Management offers both the initial 8 hour Defensive Driving Course ( \$10.00 per person) as well as the 4 hour refresher course ( \$7.00 per person). If you are interested or need more information, please call Betty Pearce at 803-737-1515 or email at [bpearce@gs.sc.gov](mailto:bpearce@gs.sc.gov).

Remember, all employees that drive state owned vehicles are required to successfully complete the 8 hour Defensive Driving Courses and successfully complete the 4 hour refresher course every 3 years.

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# Free Used Oil Pickup

State Fleet Management (SFM) has learned that there is a free used oil pick-up service available. Santee Cooper Power is providing the service. It is called **Give Oil For Energy Recovery (GOFER)**. After Santee Cooper collects the motor oil, it is used as a fuel to generate electricity at their Jefferies Generating Station.

Presently under the State oil contract, **Crandall Corporation** is responsible for picking up used motor oil at State maintenance facilities. A State maintenance facility must first contact Crandall to inquire as to whether they can pick the oil up free of charge before contacting Santee Cooper. If Crandall Corporation can't provide the service free of charge, the maintenance facility supervisor can ask Santee Cooper to pick up the waste oil. If Crandall can pick it up free of charge, the maintenance facility must use Crandall.

The following petroleum products **ARE ACCEPTABLE** in GOFER used oil collection tanks:

- Motor Oil
- Kerosene
- Gear Oil
- Automatic Transmission Fluid
- Fuel Oil
- Power Steering Fluid
- Heating Oil
- Hydraulic Fluid

- Diesel Fuel

The following are **NOT ACCEPTABLE** in GOFER used oil collection tanks:

- Water
- Any substance used to clean paintbrushes
- Brake Fluid
- Gasoline
- Anti-freeze
- Any solvent or cleaner
- Refrigeration Oil
- Paint Thinner/Varsol

For additional information on the GOFER program, just visit the GOFER Web site:

<http://www.scgofer.org/about.html>

The point of contact at SFM is Elise Portee; she can be reached by telephone at (803) 737-1605 or by E-mail at [EPortee@gs.sc.gov](mailto:EPortee@gs.sc.gov). The point of contact to have the waste oil picked up is Frank Coffey; you can reach him at 800-753-2233.

## Mileage via E-mail

A few years ago, **Bill Page** saved State Fleet a good deal of time and energy spent on filing and retrieval by scanning and saving invoices for the CVRP rather than keeping the paper copies. Today it is the **Program Support Team** that has taken a step into the Digital Age. Beginning this past January, the Program Support Team is receiving mileages via E-mail from our Lease Fleet customers.

In the Old Days (that is, before this past January), mileage information came in various forms. A few agencies submitted their data on a disk, but most sent the reports on paper, either by fax or mail. Program Support personnel would then key the information into SCEMIS by hand, run a no-mileage report from SCEMIS, and request any missing mileages from our customers; then, after correcting any errors, they would run the billing.

Work on the solution began in 2002, and the new system went live with the billing for January 2005.

Under the new system, SFM personnel generate a report in SCEMIS that places the billing templates on the Web for our customers to use. These templates list each agency's leased vehicles by license plate number, giving the beginning odometer, and customers input their current odometer readings. The application computes the difference between the beginning and ending mileage. It also allows users to comment on each vehicle as needed (for instance, the vehicle was in the shop, or other clarifications) and submit all the mileage.

After customers have done their bit, SFM personnel review the information, correct any irregularities, and approve the data for entry into SCEMIS. After that, the billing continues as before. Although most agencies have been happy to join in, two agencies currently still submit their mileage on disk because of the sheer volume of input the Web system would require.

Previously, the billing process took two full days to complete; now it takes only one. In addition to saving many, many keying errors, it also saves money on time, toner, postage, and aspirin.

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*Focus on Fleet is published four times a year by the South Carolina Budget and Control Board, General Services Division, State Fleet Management, 1022 Senate Street, Columbia, SC 29201-3160.*

## Vehicle Ordering Cutoff Dates

Make/Model	Date
Ford Taurus station wagon	10/6/2004
Dodge Caravan (flex fuel ext. version)	10/29/2004
Chevrolet Blazer	12/17/2004
Ford 1 ton cargo van	1/7/2005
Chevrolet Astro cargo van	1/28/2005
Ford F-650	1/31/2005
Ford F-750	1/31/2005
Dodge Stratus	5/1/2005
Dodge Caravan 7/8 passenger FFV	5/1/2005
Dodge Caravan 7/8 passenger gas only	5/1/2005
Dodge Caravan mini cargo van FFV	5/1/2005
Ford Explorer	4/29/2005
Dodge Neon	5/1/2005
Ford E250 12 passenger van	6/1/2005
Ford E350 15 passenger van	6/1/2005
Ford Ranger	7/15/2005
Ford F150 1/2 ton 4X4	6/24/2005
Dodge Ram 2500 Quad cab	4/15/2005
Jeep Liberty	5/1/2005
Ford F350 XL	6/1/2005
Ford F450	1/21/2005
Chevrolet Silverado (with special options)	4/20/2005
Chevrolet Tahoe (with special options)	4/6/2005
Chevrolet Suburban (with special options)	4/20/2005
Ford Focus	4/29/2005
Chevrolet Impala	4/4/2005
Ford Police Interceptor	4/29/2005
Freightliner Sprinter	6/1/2005
Freightliner Sprinter P2500	6/1/2005
Chevrolet 2500HD	4/6/2005
Chevrolet Trailblazer (with special options)	4/27/2005
GMCT-ISUZU	6/1/2005

## We Mind Very Much if you Smoke

*SC Department of Health and Environmental Control controls vehicular Environment as well*

As a matter of policy, all DHEC vehicles have been smoke-free (at least in the cabin) since 1989. Now a campaign is underway to reinforce this policy among DHEC staff and display it for the benefit of the taxpaying public.

Beginning in mid-April, drivers of DHEC vehicles will be greeted by a litter bag and cigarette lighter plug with the new campaign's logo, reminding them that the vehicle is smoke-free. Interestingly, the Clean Indoor Air Act did not initially cover the interior of motor vehicles, so it was up to DHEC and other individual agencies to create their own policies. The reason State Fleet became involved in this process is that DHEC sought SFM's permission to place a sticker with the anti-smoking campaign logo in the rear window of each of their vehicles. (By law, the only stickers allowed on State vehicles are those that identify them as State or Agency property; agencies must secure approval from State Fleet before affixing any other decal or sign.)

"We want to emphasize that we hold our employees to the same standards we encourage among the public," said Helen Dekle of DHEC's Division of Tobacco Prevention and Control. "Taxpayers shouldn't think that we tell the public to do one thing, but let our employees do as they wish." The Division of Tobacco Prevention and Control, created in 2004, seeks to change behavior among the public through cam-

paigns such as this one, in which it can have influence over an employer or the owner of a venue, rather than campaigning against smoking in general. Public campaigns tend to be less successful because there will always be a certain number of people who thumb their noses at death and continue to smoke, refrain from even the most cursory exercise, and eat what they want when they want. However, DHEC or another governmental regulatory entity can bring enormous pressure to bear on, say, a restaurateur or a bar owner that they cannot (yet) use on members of the taxpaying public.

For more information about the smoke-free vehicles campaign, contact Sharon Biggers or Helen Dekle of the DHEC Division of Tobacco Prevention and Control at 803-545-4461. For more information, or for concerns about the vehicles themselves, contact Jan Smoak at 803-898-3514.

In 2004, South Carolina farmers produced some 59 million pounds of tobacco on 27,000 acres of farmland, mostly in the northeast corner of the state. The cash value of that crop was 116,000,000 dollars, give or take a shilling, and in 2003, the most recent year for which statistics are available, the tobacco excise tax generated some \$26,854,000 in revenue for South Carolina state government. The tobacco crop represented roughly nine percent of the State's agricultural income and some 26 percent of the row crop income.

## Mercury Study

The South Carolina Budget and Control Board is charged with issuing policies and regulations to achieve maximum cost effectiveness of state-owned vehicles. To achieve this goal, the Board is conducting a comprehensive review of state vehicle operations by contracting with Mercury Associates to study all classes of vehicles at State agencies to find opportunities to make the fleet more efficient.

SFM will be working in conjunction with Mercury Associates by compiling data for both leased vehicles and Agency-owned vehicles. The study includes a utili-

zation analysis of all State vehicles to determine which are not used sufficiently to warrant retention and determination of the right number and mix of vehicles for each agency. This review will also study State maintenance shops in an effort to find opportunities to improve and consolidate. Your cooperation in this endeavor is vital to its success.

State Fleet will keep all our customers posted on the results of the study. For more information in the interim, contact Betty Pearce at 803-737-1515 or send E-mail to [BPearce@gs.sc.gov](mailto:BPearce@gs.sc.gov).

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## Staff News

State Fleet Management welcomes several new employees.

- Congratulations to **Teresa Meek** of the Program Support Team and her husband **Joe** on the birth of their daughter **Madison**. Both mother and child are doing well. Furthermore, Teresa has returned to work as of 22 March. She can now be reached at (803) 737-1509.
- The Commercial Vendor Repair Team welcomes **James R. "Randy" Brazell** to their bullpen. Randy comes to SFM from the Department of Commerce (Aeronautics division), where he worked for some 18 years. His experience will be a valuable addition to the team.
- The Compliance and Analysis Team welcomes new Management Analyst **Betty Pearce**. Betty returns to State Fleet after a long sojourn with the Chief Information Officer. Her chief

duty, at least at first, will be to help coordinate the Mercury study at State Fleet. Betty can be reached at (803) 737-1505.

- The Operations Team welcomes new employee **Karen Wilkes**. Karen is helping with the State Fuel Card program; she can be reached at (803) 737-1611.
- The Maintenance Team welcomes technician **Michael Tucker**. Mr. Tucker's extensive experience are a great addition to the Shop. He comes to State Fleet from the Department of Disabilities and Special Needs, where he served for many years.
- The Program Support Team welcomes new receptionist **Dena Daw**, who takes over for the departing Karen Grandy.
- State Fleet's Operations Team welcomes Mr. **Frankie Cook** to State Fleet. Frankie will be manning the State Fleet Receiving Lot on Boston Avenue in West Columbia.

- State Fleet bids a fond farewell to **Karen Grandy**, our receptionist since 2000. She hasn't gone far, however: she has accepted a position with another branch of the General Services Division. She will be missed.

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